



Early intake submission deadline: **Last Friday in October** of each calendar year by 4:30pm EST

Late intake submission deadline: **Last Friday in March** of each calendar year by 4:30pm EST

**Applications That are Incomplete or Missing Supporting Documentation Will
Not be Accepted or Eligible for Review**

In addition to this completed application, the following documents are to be formatted as described in the Application Process section of the [ACAP Guidelines](#) document and submitted as attachments:

- List of Board of Directors and Officers of the organization and their contact information
- Operating budget of the applicant organization for the current fiscal year
- Financial statements from last year, including balance sheet and income statement
- Links to related social media accounts or websites (if applicable)
- Documentation/support material of past projects that would demonstrate the Applicant's ability to successfully undertake and complete the project
- [ACAP Project Plan Template](#)
- [ACAP Application Budget Template](#)
- Quote documents for small capital/equipment purchases and/or print materials (if applicable)

Section 1: Organization Information

- i. Organization Name:

- ii. Organization: Address: (Street, Postal Code, City)

iii. Organization Contact Information: (Phone, Cell, Email)

iv. Organization Contact Person & Alternative Contact Person:

Name	Name
Title	Title
Phone	Phone
Email	Email

v. Please briefly describe the Organization's mandate, goals, and objective (maximum 250 words):

- vi. Please indicate the organization's discipline of focus:
Visual arts, performing arts, media arts, literary arts, multi & interdisciplinary arts, heritage arts, public art, other, and description (maximum 50 words):

Section 2: Type of Grant & Funding Amount Requested

Applicants may choose one grant stream that best supports their project needs and objectives.
Please refer to the [ACAP Guidelines](#).

Please select only one:

Small Project Grant

Community Events Grant

Large Project Grant

Major Cultural Celebrations Grant

Operating Grant

Cultural Diversity Grant

Seed Funding

ACAP Request Amount (\$)

Section 3: Description of Activities, Projects and Events

Please download, complete and include the completed [ACAP Application Project Plan Template](#) for the proposed activity, project and/or event as an attachment.

- i. Project Name or Working Title:
- ii. Activity/Project and/or Event **Start Date:**
- iii. Activity/Project and/or Event **End Date:**

iv. Activity/Project and/or Event Location:

(Physical address or for virtual projects/programming/events please include links to websites, social media etc. where programming will take place/be present, maximum 50 words):

v. Please describe the activity, project, or event and any relevant goals or objectives (maximum 750 words):

- vi. How does this activity, project, or event support the current Community Culture Plan?
Please select all community programs and impact priorities that the project supports.

Complement and support existing City initiatives, plans and projects and contribute effectively to the development of arts, culture and heritage in Sault Ste. Marie

Contribute to the economic and social diversity of SSM through the development of arts, culture and heritage products and tourism

Promote effective, meaningful and equitable community engagement and consultation processes

Provide mentorship and participatory opportunities for youth, diversity and historically underrepresented groups in the community

Increase organizational capacity and sustainability of local art organizations, collectives and artists (including Applicants)

Provide professional development opportunities for emerging and professional arts, culture and heritage practitioners (including Applicants)

Fosters community connections, partnerships and networks

Provides opportunities for volunteerism

Significantly contributes to the quality of life and sense of identity in Sault Ste. Marie

Please explain these selections (750 words maximum):

- vii. What are the benefits to audiences, participants, and/or the community of Sault Ste. Marie that are intended upon successful completion and implementation of this activity, project or event? (500 words maximum):
- viii. If ACAP funding for this activity, project or event is approved, please describe what the applicant considers to be successful implementation. How will the applicant measure success (250 words maximum):

Section 4: Marketing

- i. What audiences do the Activity, Project and/or Event look to reach?
Select all that apply:

Local (within the Municipality)

Regional (within Algoma)

Tourism (those who will travel to take part or view)

Other (Please describe)

Other please describe (250 words maximum):

- ii. Please describe any specific audiences that are intended to be reached with the activity, project, or event (150 words maximum):

iii. How will the activity, project, or event be promoted? Please describe and include any links to social media accounts or relevant websites or organizations (maximum 250 words):

iv. What age does the activity, project, or event look to reach? (Select all that apply)

0-18	60-75
19-34	76+
35-59	

v. What is the estimated attendance or viewership of the activity, project and/or event?

1-50	501-1,000
51-100	1,001-2,500
101-250	2,501+
251-500	

- vi. What is the estimated expected number of participants directly involved in the implementation/execution of the activity, project or event (including staff, volunteers, artists, etc.)?

1-10	26-50
11-25	50+

Please provide a brief description of participant composition (maximum 150 words):

Section 5: Existing In-kind & Previous Funding

Applicants who are requesting **any** other type of financial or in-kind assistance from the City (all departments) as part of their activity, project and/or event must ensure that it is included in the [ACAP Application Budget Template](#).

- i. Has the applicant organization or collective received ACAP funding or any other City of Sault Ste. Marie municipal cultural financial assistance in the past?

Yes No

Section 6: Project Budget

- i. Please download, complete, and attach a copy of the ACAP Application [Budget Template](#).

Please show how ACAP funding will be used if the Applicant's request is approved. Please include all cost categories, both eligible and ineligible, for each of the components/items of the activity, project and/or event, all expected funding sources and type of funding (grant, in-kind, cash, etc.).

Section 7: Authorization

As an authorized representative of _____
(Organization/Collective Name), I, _____ (Name of
Organization/Collective Contact) attest that all information contained in this application,
agree to fulfill the responsibilities for all activity, project and/or event deliverables
contained therein and/or agreed to by the Cultural Vitality Committee and the City of Sault
Ste. Marie. This application will act as a contract between the City of Sault Ste. Marie and
the Applicant should the application be successful.

_____ Signature _____ Date

Completed applications and supporting documentation may be submitted by email to:

a.moore@cityssm.on.ca

Subject Line: Cultural Financial Assistance Application – Attention: Arts and Culture Lead

Completed applications may be submitted by mail or in person to:

Community Development and Enterprise Services
Attention: Arts and Culture Lead
99 Foster Drive
Civic Centre
Sault Ste. Marie, ON
P6A 5X6